

Title 18:	Human Services
Part 18:	Division of Youth Services
Part 18 Chapter 1:	OYDC Information Guide Manual

OAKLEY YOUTH DEVELOPMENT CENTER

INFORMATION GUIDE





STATE OF MISSISSIPPI
Phil Bryant, Governor
DEPARTMENT OF HUMAN SERVICES
Richard A. Berry
Executive Director

Dear Parent/Guardian,

Your child has been committed to the Department of Human Services, Division of Youth Services as a result of adjudication in Youth Court; in particular, to the custody of Oakley Youth Development Center in Raymond, Mississippi (OYDC). While at Oakley your child will receive services outlined in the package you are given. This package is provided as a source of information for you about those services at Oakley.

Our goal for each youth committed is to work towards rehabilitation and reentry into the community from which the child came. During the stay at Oakley we ask that you become involved with your child's progress in that rehabilitation process. The Youth Services Counselor assigned to your child in the county as well as the staff of Oakley are employees of the Division of Youth Services and are in communication with each other on a periodic basis. They can assist you with questions you may have about your child's stay at Oakley.

If you have concerns about your child you can contact either the county Youth Services Counselor or the child's Youth Service Counselor at Oakley. If you do not feel you received an adequate answer to your question, points of contact at Oakley are provided for each major area of service.

Finally, rest assured that your child's safety and security is the goal at Oakley. We want this experience to make your child a better person and a better citizen of the State of Mississippi. I can be reached for any concern not answered by either the county staff or Oakley staff at 601-359-4972.

Sincerely,

A handwritten signature in cursive script that reads "James V. Maccarone".

James V. Maccarone
Director, Division of Youth Services

OAKLEY YOUTH DEVELOPMENT CENTER

2375 Oakley Road
Raymond, MS 39154

Mike Hobby
Director of Institutions
mike.hobby@mdhs.ms.gov

Brad Davis
Director of Operations
brad.davis@mdhs.ms.gov

Dear Parent/Guardian:

Your son/daughter has been ordered to Oakley Youth Development Center by the Youth Court of your county. Your child will be here for a length of time determined by the offense(s) committed and your child's behavior while here.

Here at OYDC, we have a medical doctor, dentist, psychiatrist, psychologist, and nurse to take care of all health and mental health needs. We offer a full educational program, including GED, at our fully accredited Williams School. We also offer vocational classes.

Immediate family may visit (times and dates attached) your child and your child will have scheduled phone time. Only those approved on your child's visitation list will be allowed to visit.

Our top priority is the safety and well-being of your child. Our staff strives to maintain order at all times at OYDC. There are also counselors on each living area to assist your child.

For your convenience I have included valuable information that may assist you while your child is in our care. I have also included contact names and phone numbers for the supervisors in each of our departments.

Pam Dulaney	Medical and Psychiatry	601-857-7673
Charlotte Burrell	Mental Health	601-857-7602
Dennis Daniels	Education	601-857-7641
Thomas Lowe	Protection From Harm	601-857-7611

I trust this information provided will ease your concerns about your child's stay at OYDC.

Mike Hobby, Facility Administrator
Director of Institutions

Oakley Youth Development Center

The Mississippi Department of Human Services (MDHS) operates Oakley Youth Development Center (OYDC) in Raymond, Mississippi through the Division of Youth Services (DYS) The Division of Youth Services provides institutional care and rehabilitative programs and services to juveniles adjudicated delinquent by the youth court and committed to MDHS/DYS custody. The average length of stay for youth at Oakley varies depending on their charges. The length of stay may be from an average of two to three months, but some youth may stay six months or longer.

Our Mission ...

To provide leadership for change to youth, family units, and communities in Mississippi. It operates by creating legitimate alternative pathways in adulthood through equal access to services that are least intrusive, culturally sensitive, and consistent with the highest professional standards.

Our Vision ...

That every child experience success in caring families and nurturing communities that cherish children and teach them to value family and community. The vision is guided by the fact that the decisions and actions affecting children today determine their quality of life tomorrow.

Programs and Services

Classification/Diagnosis/Evaluation allow staff to gather level of risk and need, medical, dental, recreational, educational, vocational, and psychological data on each youth. Youth receive a complete physical, and mental assessment which includes IQ testing, personality profiles, drug and alcohol abuse, risk, and suicide risk. An individualized service plan is developed for each youth using this data gathered.

Medical and Dental Services are provided to each youth by licensed professionals through contract. Ongoing and routine medical and dental care is provided on site depending on the youth's needs. Referrals to outside facilities and providers are made as the need arises.

Our medical clinic provides the following services:

Testing for sexually transmitted diseases;

Laboratory testing;

Vaccinations;

Comprehensive follow-up care by well qualified medical Physician;

Referral to community based specialists on an as needed basis;

Each youth has an opportunity to discuss any health care concerns with a Nurse daily.

Our dental clinic provides the following services:

Through initial evaluation by a qualified Dentist;

Dental cleaning by Dental Hygienist;

Bit wing x-rays;

Panoramic x-rays;

Cavities filled;

Root canals;

Extractions;

Each youth has an opportunity to discuss any dental concerns with a Nurse daily.

Psychiatric Services are provided on site by a licensed psychiatrist who specializes in child and adolescent psychiatry. Services include ongoing psychiatric evaluation and medication management.

Education services are provided at Williams School. Williams School is an accredited nonpublic school located on the campus of Oakley Youth Development Center. Williams School provides academic services to juveniles offenders committed to the facility. Our students may come from any of the eighty-two (82) counties in the State of Mississippi. The school provides academic services in a regular setting. Williams School is accredited by the Mississippi Department of Education and adheres to accreditation policies as set forth under the *Mississippi Nonpublic School Accountability Standards*.

Williams School utilizes the Mississippi Curriculum Framework and Common Core State Standards in order to maintain alignment with the local education agency (home school) so that students are

afforded transparent education services from the facility to the local school district. The Superintendent oversees compliances of the *Mississippi Nonpublic School Accountability Standards*.

A Guidance Counselor and Education Transition Officer are on staff to assist students as they transition into the school, while in the school setting, and upon their department. A Special Education Coordinator oversees compliance with Special Education policies and procedures mandated by the Mississippi Department of Education. A Special Education Case Manager works with local school districts to insure that the necessary documents such as Individual Education Programs (IEP), eligibility reports, and other pertinent documents are secured. The Case Manager is also responsible for communicating with parents and other stakeholders to set up meetings, discuss academic processes, and assist with other concerns. The Case Manager also serves as a resource to teachers and helps ensure all students are receiving an appropriate education as outlined by the IEP.

Williams School currently employs 24 certified teachers and staff, many of which are certified in multiple areas. Seventy-five percent of the teachers have special education certification. All classes are small and do not exceed 10 students. There are regular and special education classes. A school day operates from 8:00 to 3:30.

Williams School has a full-time Librarian on staff to provide opportunities for students to learn library skills, read books, and engage in learning.

A GED program is in place for students who desire to work toward a GED while enrolled. GED requirements are:

- 8.0 grade or higher on the TABE (Test of Adult Basic Education)
- 16 years or older
- At least two years behind their initial graduation class
- Parental consent
- Students scoring below 8.0 are allowed entry into the Pre-GED program

OR

- Prior placement in a GED program

Our electives include Welding, Small Engine, Custodial Maintenance, Carpentry, ACT prep, Keyboarding, Physical Education, Learning Strategies, Business Fundamentals, and Tutorial Classes. We also offer the APEX Learning Program which is a computer-based program that provides remediation, enrichment activities, transition programs, credit recovery, distant learning opportunities, and a digital curriculum.

Mental Health and Rehabilitation Services are provided to all youth at Oakley. As part of this program, Individual/Group Therapy and Counseling emphasize cognitive and reality therapies, social skills development, anger management, drug and alcohol awareness, and psycho-correctional skills.

Recreation Services

The mission of the Oakley Recreation Department is to provide a diversified program that allows every student an intramural, recreation, and leisure services program; to provide experiences that cultivate interest and competition; and to aid in the overall development of each student's physical, personal assessment, and basic skills.

The Recreation Department is made up of three phases:

Physical: Physical Fitness

Personal: Leisure awareness assessment

Basic Skills: Lifelong Skills

The physical fitness part of our program is to ensure that all students have an opportunity to become physically fit. Our wellness program is a big part of our physical fitness program. Healthy eating and activity patterns are essential for the students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being.

The leisure awareness assessment is used to determine what students enjoy doing during their leisure time and assist with developing leisure activities for all students. Leisure activities include table games, matinee movies, electronic games, arts and crafts, puzzles, and Frisbee golf.

The lifelong skills part of our program is set up to offer the students lifelong skills that can be used once they transition back to their respective communities. Our intramurals program provides an opportunity to develop lifelong skills such as basketball, flag football, volleyball, soccer, softball, swimming, and track and field.

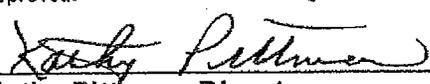
The Recreation Director oversees the recreation program to insure all students committed to the facility receive recreation daily. The department has five coaches on staff. This allows the department to offer recreation seven days a week to our students. A variety of special events and also planned yearly by staff and volunteers.

What are Treatment Teams?

Treatment Teams are meetings conducted at least monthly with your child where people from all areas of the institution share input regarding his/her goals and progress. This includes areas such as medical, education, counseling, mental health, recreation and daily living. In addition your child's Youth Court Counselor provides input and may actually attend these meetings at times.

How Parents Can Be Involved In The Treatment Team Process

- Provide as much information about your child to the counselor during the initial call after his/her admission.
- Share goals you would like for your child to work on while at Oakley with the child's counselor.
- Speak with the counselor during weekly phone calls about the progress of your child.
- Attend treatment team meetings in person or by telephone, when possible. If unable to attend treatment teams, provide input via weekly the phone calls.
 - Share what you would like to see your child accomplish.
 - Provide feedback on your child's progress.
 - Give insight on your child's behaviors at home and how these behaviors may be presented at Oakley.
 - Share what additional services Oakley may be able to provide to best help your child.
- Participate in planning your child's transition back home with both Oakley Counselor and Youth Court Counselor, including parole agreement requirements and services that may be needed to keep your child on a positive path.

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: Youth Visitation	Policy Number: 3
Number of Pages: 4	Section: XV
Attachments	Related Standards & References
A. Visitation Schedule B. Youth Visitation Form C. Visitation Rules and Regulations D. Visitor Dress Code	ACA 3-JTS-5H-12 ACA 3-JTS-5H-13 ACA 3-JTS-5H-15 ACA 3-JTS-5H-16
Effective Date: May 11, 2007 Revised: August 28, 2008	Approved:  _____ Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that each youth be allowed regular visitation with their family, attorney, and other pertinent individuals, so that the practice of building relationships can be fostered during their stay at a DYS facility, and most importantly carried over, and implemented in their home communities. In order to encourage contact between youth and their families and other significant individuals, each facility shall provide opportunity and make accommodations within reason for visitation. Visitation shall not be permanently denied but may be temporarily limited due to overriding security considerations.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. **Visitation Log** – A bound logbook used to maintain a record of all individuals visiting youth at a DYS facility.
- B. **Authorized Visitor** - Any person approved and/or listed by the youth's Community Services Counselor as approved.
- C. **Restricted Visitor** - Any person who the Facility Administrator or Community Counselor determines cannot visit due to current or prior safety and security concerns.
- D. **Contraband** - Any item(s) introduced or found in the facility, including improperly possessed drugs (whether illegal or legal) and weapons, that are expressly prohibited by those legally charged with the responsibility for the administration and/or operation of the facility.
- E. **Frisk search** - To search one's person for something concealed by passing the hands quickly over clothes and/or through pockets.

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III. PROCEDURE

- A. All youth shall be informed during Orientation of the rules and regulations governing visitation. As well each youth shall receive a copy of the rules and regulations, which are outlined in the Student handbook. (see policy XIII.1: Admission, Intake and Orientation) Parents shall be informed of visitation rules and guidelines in writing.
- B. Youth in confinement shall be eligible to receive visitors unless there is a compelling risk to the safety of other youth, staff, or visitors or to the security of the facility. Regular visitation is not a privilege that can be restricted for disciplinary reasons.
- C. Only those individuals identified as authorized visitors by the youth's Community Services Counselor or Facility Administrator shall be provided access to a DYS Facility. A limit of four (4) individuals shall be imposed per visitation period. Youth may be visited by the following person(s), under the following conditions only:
1. Parents and/or legal guardians with proper picture identification.
 2. Grandparents with proper picture identification.
 3. Siblings of all ages, however those over 16 must provide proper picture identification.
 4. Spouses with proper picture identification and marriage certificate.
 5. Children of youth, accompanied by an approved visitor.
 6. Youth's Attorney with proper picture identification.
 7. Clergy (from youth's home community) with proper picture identification.
 8. Religious groups must have pre-authorization through the Facility Administrator and must coordinate visits through the Campus Chaplain.

NOTE: No other Visitors shall be permitted to enter the premises without the express authorization of the Facility Administrator.

- D. The above listed individuals may visit a youth according to the established Visitation Schedule (Attachment A). All visits that fall outside of the timeframes established in the schedule must first be authorized by the Facility Administrator.
1. Authorized visitors may request a special one (1) hour visit during non school hours by contacting the Facility Administrator.
 2. Special provisions may be made for persons traveling long distances, making visits to hospitalized youth, making visits to youth under disciplinary sanction, and attorneys visiting clients. (ACA 3-JTS-5H-15)

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3. Special visits shall not substitute for a youth's normal availability or allocation of scheduled visiting time.
 4. Attorney/youth visits shall be held in privacy, so that confidentiality may be preserved. (ACA 3-JTS-5H-13)
- E. All visitors must sign in on the Visitation Logbook, which shall at minimum notate the visitor's name, name of youth, relationship to youth, date and time of entry. Upon exit each visitor shall note time of departure in the visitation Logbook.
- F. As well they must sign the Youth Visitation Form (Attachment B) acknowledging that they understand and will abide by the established facility visitation rules and guidelines. (ACA 3-JTS-5H-16) Any visitor refusing to sign the Visitation form shall be denied visitation.
- G. Visitors may not bring food to the campus. Students shall eat in the cafeteria on the day(s) of visitation as scheduled.
- H. All visitors shall be provided a means of identification that will be worn conspicuously for the duration of the visit.
- I. Searches (ACA 3-JTS-5H-16)
1. Visitors are subject to the search (frisk) of their person, if and when there is reason to believe that the individual is attempting to give unauthorized items to a youth.
 2. The property and vehicle of those visiting the campus are subject to search at any time.
 3. Any unauthorized item identified as contraband shall be confiscated and returned to the individual upon departure from the campus. Exceptions being items prohibited by law; such items shall be surrendered to the proper Authorities.
- J. The following guidelines are to be observed by visitors. The facility rules and regulations governing visitation shall be published and made available to staff, youth and visitors. (ACA 3-JTS-5H-12)
1. Cameras are not permitted on campus.
 2. Persons suspected to be under the influence of alcohol or drugs shall be denied visits and shall be reported to local authorities.
 3. DYS reserves the right to inspect all vehicles entering DYS property. Law Enforcement shall be notified if contraband or weapons are suspected or found.

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4. Visitors displaying rude, aggressive, profane or other unacceptable behavior shall not be allowed to visit.
 5. This is a smoke-free campus: Smoking is not permitted. Any visitor found giving youth tobacco products or flame producing devices of any type shall have their visitation time temporarily or permanently discontinued.
 6. DYS reserves the right to terminate a visit at any time as determined by the Facility Administrator or designee.
 7. Visitors wearing gang related or other inappropriate clothing and/or using gang related gestures shall not be permitted to visit. The visitor dress code must be followed at all times (Attachment D).
 8. Visitors may not directly give or exchange any items with youth during visitation; including but not limited to money, medication, packages, food, or clothing.
 9. Youth are not permitted to have any type of medication in their possession. All prescriptions shall be handled by the facility Medical Staff. Visitors shall not give medication of any kind directly to youth.
 10. Violations of the visitation rules may result in temporary or permanent visitation restrictions.
- K. The visitation area shall permit communication, including the opportunity for acceptable levels of physical contact. Surroundings should have the surveillance necessary to allow for the availability of privacy while assuring appropriate security.
- L. A denial of visitation may be made when staff has reason to believe that the safety and security of the youth, staff, general public, or the facility/program may be in jeopardy. The Facility Administrator shall approve a denial of visitation as follows:
1. A decision to deny visitation shall be given to the youth, in writing, and shall include, at a minimum, the name of the restricted visitor, the time and date of the denial of visitation, the reasons for the limitation, the name of the person making the decision, and the right of the youth to appeal the decision to the Institutions Director.
 2. A legal custodian seeking to block visitation by a family member shall be required to obtain a court order that shall be honored by the facility.
 3. The youth's Community Counselor shall be notified of the denial of visitation, the name of the restricted visitor(s) and the reason for the limitation.
 4. Youth shall not be required to visit with individuals that they do not wish to see; however, the youth may be requested, but not required, to put his/her reason for refusing the visit in writing. A copy shall be forwarded to

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the Facility Administrator and the youth's Community Counselor.

M. In order to ensure that contact between male and female youth is prevented at all times including during designated visitation times, separate visitation areas/rooms shall be designated by the Facility Administrator. As well, the doors to such areas shall remain staff secure at all times and staff shall take precautions to monitor the flow and traffic to and from these designated areas. When movement of male or female youth for visitation purposes is taking place, staff should be careful to prevent youth from being within reach of one another and having contact. (i.e., staff moving male youth should temporarily halt movement by remaining in place until the movement of female youth is complete or is no longer taking place in the same general area.)

**MDHS/DYS Training School
Oakley Campus
Youth Visitation Rules and Regulations – XV.3.C**

The following are the rules, regulations, and expectations for visitation at Oakley Training School. Refusal to comply may result in refusal/limitation of visitation or request to leave premises. DYS reserves the right to terminate a visit at any time as determined by the Facility Administrator or designee.

1. Visitation at Oakley and Columbia Campuses is by schedule only. Visits outside of the provided schedule must be approved by the facility Administrator.
2. Each youth is allowed four (4) visitors per session. Visitors must be approved prior to visitation by the youth's Community Counselor.
3. All authorized visitors must present proper picture identification; with the exception siblings and children under age 16. The Driver of the vehicle must have a valid Driver's License to enter the Campus.
4. All unauthorized persons will not be allowed to remain on premises and will be required to remain off of DYS property as well as out of sight and sound of youth.
5. Visitors may not bring into the Visitation area: cameras, food, recording devices, clothing, packages, medication or money intended for youth.
6. Persons suspected to be under the influence of alcohol or drugs shall be denied visits and shall be reported to local authorities.
7. DYS reserves the right to inspect all vehicles entering DYS property. Law Enforcement shall be notified if illegal materials or weapons are suspected or found.
8. Visitors displaying rude, aggressive, profane or other unacceptable behavior may not be allowed to visit.
9. This is a smoke-free campus: Smoking is not permitted. Any visitor found giving youth tobacco products or flame producing devices of any type shall have their visitation time temporarily or permanently discontinued.
10. Visitors wearing gang related or other inappropriate clothing and/or using gang related gestures shall not be permitted to visit. The visitor dress code must be followed at all times.

Oakley Youth Development Center

Visitation Schedule

The following schedule shall be observed at Oakley Youth Development Center for visitation with youth:

Saturday 9:00 a.m. - 11:00 a.m.
 1:00 p.m. - 3:00 p.m.

Sunday 9:00 a.m. – 11:00 a.m.
 1:00 p.m. - 3:00 p.m.

Family Night Monday 5:30 p.m. – 7:30 p.m. (males)
 Friday 5:30 p.m. - 7:30 p.m. (females)

Note: Accommodations may be made in specific instances for alternative times at the approval of the Facilities Administrator.

Student Handbook

Your Guide to Life at Oakley Youth Development Center



8/17/2011

To Our New Resident,

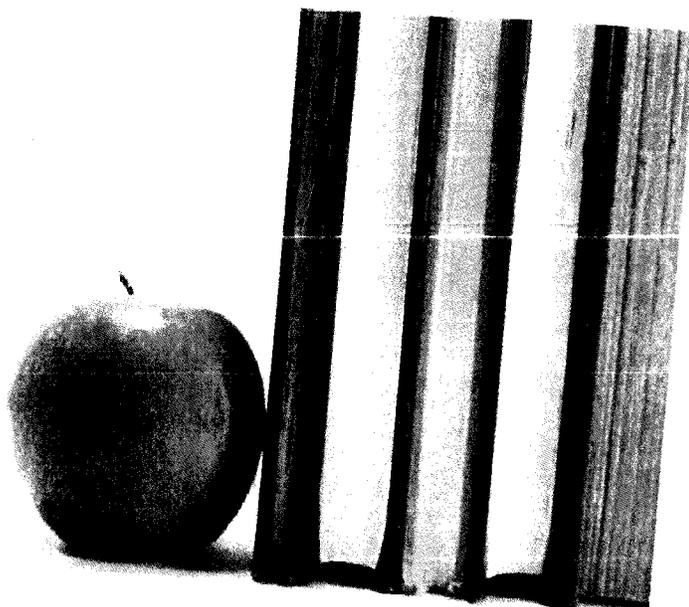
Welcome to Oakley Youth Development Center. The handbook will tell you the things you need to know to do well while you are with us. You are about to go through a learning process. There are plenty of opportunities to learn new things, such as vocational trade, leadership, or you can get your GED. There are many things you can accomplish during your stay here.

Remember that your behavior has a lot to do with how long you stay. For example, when staff asks you to do something, follow directions without discussion or argument. Following the rules is good for you because rules teach you respect and how to manage yourself in the outside world. You are 100% in control of your behavior and 0% in control of your consequences, so choose wisely.

Our goal, and we hope yours, is for you to leave stronger, healthier and wiser.

Sincerely,

Student Council Representatives



8/17/2011

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DHS-DYS

Mission Statement

The mission of DHS-DYS is to provide leadership for change for youth, family units, and communities. It operates by creating legitimate, alternative pathways to adulthood through equal access to services that are least intrusive, culturally sensitive, and consistent with the highest professional standards.



Vision Statement

It is our vision that every child will experience success in caring families and nurturing communities that cherish children and teach them to value family and community. Our vision is guided by the fact that our decisions and actions affecting children today will determine the quality of our lives tomorrow.

Counseling & Treatment Team

You will have a counselor while you are staying with us. Your counselor will meet with you at least once a week. You can talk to your counselor about anything you need to talk about. You can talk about:

- Family
- Friends
- Things that are bothering you
- Things that make you sad
- Problems you have with staff or other youth
- Your plans and goals
- How you are feeling



You will also meet with a Treatment Team.

Your Treatment Team is the group of staff who work with you. They will help you with the things you need to work on. You will help them make your service plan. A Service Plan helps you set and meet your goals. They will make sure you are getting the things you need

Your team will work with you on your plan as long as you are here. They will help you learn how to problem solve and make better decisions. These skills will help you when you go back home.

Behavior Incentive System

We want to encourage you to learn and use positive behaviors. During your stay, you will have opportunities to earn points for good behavior. When you get enough points in a day, you will earn a Positive Behavior Buck. At the end of the week, you can trade the bucks you earn for food and hygiene items in the student store.

You may be able to earn bonus bucks for special projects and accomplishments. You may be able to spend some of your bucks on special activities and trips off campus. You earn more choices as you make changes in your behavior. Some of you can earn the privilege of becoming a store manager. You will help to select the items and set the prices in the store.

An example of the daily point sheet is included on the following pages. Staff members will rate your behavior and on the back of your point sheet you will rate how they helped you.

**OAKLEY YOUTH DEVELOPMENT CENTER
WEEKDAY POINT SHEET**

Student Name: _____

POD/COTTAGE: _____

Stage: _____

Date: _____

My goal for today is _____

Targeted Activity	PARTICIPATION LEVEL			ATTENDANCE COMPLIANCE			Points Staff Initials	Notes & Observations
	Outstanding	Full	Partial	Attendance Compliance	Nonattendance Noncompliance			
Morning routine	20	15	10	5	0			
Breakfast	20	15	10	5	0			
Lunch	20	15	10	5	0			
Dinner	20	15	10	5	0			
Evening Free Time	20	15	10	5	0			
Evening Shower	20	15	10	5	0			
Bedtime Routine	20	15	10	5	0			
Bonus: Service	20	15	10	5	0			
EDUCATION								
Period One	20	15	10	5	0			
Period Two	20	15	10	5	0			
Period Three	20	15	10	5	0			
Period Four	20	15	10	5	0			
Period Five	20	15	10	5	0			
Period Six	20	15	10	5	0			
Period Seven	20	15	10	5	0			
Bonus: Extracurricular	20	15	10	5	0			
PERSONAL GROWTH								
Structured Activity	20	15	10	5	0			
(Specify)								
Structured Activity	20	15	10	5	0			
(Specify)								
Recreation	20	15	10	5	0			
Bonus: Leadership	20	15	10	5	0			
TOTAL POINTS								

Instructions: Staff will record points in each standard area and initial the entry in red ink. Under Personal Growth: A Structured Activity may include: Individual Counseling or Therapy, Group Counseling or Therapy, Medication, Therapeutic Homework, Creative Activity (drawing, poem, etc.), Health Group, or Volunteer Lead Group. The youth must present evidence they participated in one of the listed activities to receive points. Staff must specify the activity that was performed. If a youth is unable to be present for a targeted activity, for example school due to being at the clinic to see the doctor, the clinic staff or JCW working with that youth should sign for that targeted activity and document in the Notes & Observations section the deviation from schedule. Second shift staff will collect the point sheets and give them to the Counselor. Counselor will compute daily point totals and assign Positive Behavior Points based on the daily targets for each student. Students must earn at least 204 points (80 % of full participation in targeted activities) to receive one Positive Behavior Buckle.

Today, I made the following progress toward my goal by _____

OAKLEY YOUTH DEVELOPMENT CENTER
SATURDAY/SUNDAY/HOLIDAYS POINT SHEET

Student Name: _____

POD/COTTAGE: _____

Stage: _____

Date: _____

My goal for today is: _____

Targeted Activity	Participation Level: Please mark one numeral for each activity					Points	Staff Initials	Notes & Observations:
	Outstanding	Full	Partial	Minimal Compliance	Non-Compliance			
Morning routine	20	15	10	5	0			
Breakfast	20	15	10	5	0			
Morning Free Time	20	15	10	5	0			
Lunch	20	15	10	5	0			
Dinner	20	15	10	5	0			
Evening Free Time	20	15	10	5	0			
Evening Shower	20	15	10	5	0			
Bedtime Routine	20	15	10	5	0			
Bonus: Service	20	15	10	5	0			
PERSONAL GROWTH								
Structured Activity	20	15	10	5	0			
(Specify)								
Recreation	20	15	10	5	0			
Bonus: Leadership	20	15	10	5	0			
TOTAL POINTS								

Instructions: Staff will record points in each standard area and initial the entry in red ink. **Under Personal Growth:** A Structured Activity may include: Individual Counseling or Therapy, Group Counseling or Therapy, Medication, Therapeutic Homework, Creative Activity (drawing, poem, etc.), Health Group, or Volunteer Lead Group. The youth must present evidence they participated in one of the listed activities to receive points. Staff must specify the activity that was performed. If a youth is unable to be present for a targeted activity, for example school due to being at the clinic to see the doctor, the clinic staff or JCW working with that youth should sign for that targeted activity and document in the Notes & Observation section the deviation from schedule. Second shift staff will collect the point sheets and give them to the Counselor. Counselor will compute daily point totals and assign Positive Behavior Bucks based on the daily targets for each student. Students must earn at least 120 points (80 % of full participation in targeted activities) to receive one Positive Behavior Buck.

Today, I made the following progress toward my goal by: _____

Stages and Privileges at Oakley Youth Development Center

As a student at Oakley Youth Development Center, you will have the opportunity to progress through stages as you participate in your rehabilitation and educational programs. We hope you move through the stages so you can earn privileges and prepare for graduation. Each stage has responsibilities and expectations.

In some ways, the letter for each stage is like school grades. Stage F means the student failed in the daily program and has to be confined to the room. Stage A means the student has achieved the highest level of participation in the program with clear progress; therefore, he receives full privileges. Stage H refers to the Honors Program, which has off campus privileges and the best rewards available at Oakley. Students should work toward being admitted to Stage H: the Honors Program.

Orientation/Stage O.

The initial Stage will be maintained while you complete orientation and placement processes in the Intake Management Unit (IMU) or the Assessment Management Unit (AMU). Typically, Stage O takes 48-72 hours after admission. Stage O students receive minimum privileges, including one hour of recreation per day. While in the orientation process you are expected to complete all assignments, follow the daily schedule and housing unit rules, and read and discuss with a staff member the Student Handbook. You are restricted to the unit and will not participate in the Behavioral Incentive System.

Off-Unit Privileges/ Stage C.

Typically, Stage C starts when you complete orientation. When you transfer from the Assessment Management Unit to a regular housing unit you will receive Stage C privileges. Also, students who complete successfully the specialized treatment program of the Behavior Modification Unit will be moved to a transition management program where they will receive Stage C privileges.

Stage C takes at least 14 days, during which time you will participate in the initial service plan/treatment team meeting. When you have completed 14 consecutive days without a major incident report and no more than three minor incident reports, you can request to move to Stage B during a treatment team meeting. You must use the Application for Stage Change form (Attachment XIII.10.D) to make the request to the treatment team. Advancement is based on review of your participation and progress; review of incident reports, point sheets, and disciplinary hearing forms; and recommendations from your counselor and a majority vote of the treatment team members who attend the meeting.

On Stage C you are allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.

Each week, you will receive one 10-minute phone call to approved family members.

You may keep in the room one soft cover book or magazine, in addition to the religious book you may have.

You may participate in the Behavior Incentive System, purchasing and possessing many store items (with the exception of hygiene items, puzzles, other recreational items, and blankets)

You may have 2 family pictures and 2 personal letters in your room.

Other Information about Stage C:

Stage C students transferred from BMU may continue the individual behavior modification plans as needed in the special transition unit.

If you are temporarily placed in room confinement (Stage F) or unit restriction (Stage D) you will return to Stage C following isolation.

You may not perform off unit details

You may be discharged on Stage C.

Active Participation Privileges/Stage B.

This Stage of privileges is assigned by the treatment or management team after you have had good participation in treatment and education programs.

Stage B takes a minimum of 21 days, but additional days may be added by the treatment team. When you have completed 21 consecutive days without a major incident report and no more than three minor incident reports, you can request to move to Stage A during a treatment plan meeting. You must use the Application for Stage Change form (Attachment XIII.10.D) to make the request to the treatment team. Advancement is based on review of your participation and progress; review of incident reports, point sheets, and disciplinary hearing forms; and recommendation from your youth counselor and majority vote of the treatment team members at the meeting. The treatment team will give you specific assignments to complete if the request for stage promotion is denied.

On Stage B, you are allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.

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Each week, you will receive one 15-minute phone call to approved family members.

You may keep in the room 3 soft cover books or magazines, in addition to the religious book you may have.

You can participate in the Behavior Incentive System, purchasing and possessing store items. You may use Positive Behavior Bucks to purchase special recreation, leisure and social activities.

You may have 3 family pictures, with some posted in an approved location on the wall, as well as 3 personal letters in your room.

You may purchase additional approved personal hygiene products.

You may perform off unit details.

On a case-by-case basis, the treatment team may recommend a length of stay review that may shorten the time you must spend at Oakley.

You may be discharged on Stage B.

Full Privileges/Stage A.

This Stage of privileges recognizes ongoing participation in treatment and progress in behavior change. Promotion to Stage A takes at least 21 days of positive behavior on Stage B and you must present evidence of participation/progress and a letter where you express remorse for the offense that led to commitment.

Typically, Stage A is maintained for the remainder of your stay unless you are promoted to the Honor's Program (Policy XIII.13) or the treatment or management team recommends dropping your stage. The treatment team will help you decide if he or she is ready for Stage A privileges. Eligibility for Stage A includes no major incident reports and three or less minor incident reports in the three weeks prior to application. You must use the Application for Stage Change form (Attachment XIII.10.D) to make the request to the treatment team.

You are allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.

Each week, you will receive one 15-minute phone call to approved family members.

You may keep in the room 3 soft cover books or magazines, in addition to the religious book you may have.

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You can participate in the Behavior Incentive System, purchasing and possessing store items. You may earn bonus bucks for special projects and details. You are eligible to serve as Store Manager, Peer Group Leader, or another leadership role.

You may have 4 family pictures, with some posted in an approved location on the wall, as well as 4 personal letters in your room. You may decorate your room by attaching photos or artwork to the walls or with stuffed animals or other safe objects.

You may purchase additional approved personal hygiene products.

You may participate in unit-based movie nights and social activities planned by the students and approved by the unit coordinator. You may also participate in special off-unit recreational, leisure, and social activities planned for Stage A students throughout the institution.

On a case-by-case basis, the treatment team may recommend a length of stay review that may shorten the time you must spend at Oakley.

You may be discharged on Stage A.

Honors Program/Stage H.

The highest stage of privileges is reserved for students who are actively participating in treatment, completing assigned groups, making progress toward behavior change goals, and providing evidence of leadership in the unit. After completing at least five weeks at the institution, You can complete an application for the Honors Program, which highlights your leadership activities, educational and personal growth accomplishments, and community service interests. Most students will complete a minimum of 35 days (five weeks) with adequate participation and measurable progress before they are eligible for the Honors Program. Students actively participate in character education in the program. The Honors Program is in a special unit where you will have the most freedom in the facility Eligibility for Honors Stage includes no major incident reports and no more than one minor incident report in the past 21 days prior to application.

In the Honors Program you are allowed to leave the unit to attend school, eat in the cafeteria, and participate in recreation.

You will receive two 10-minute phone calls to approved family members per week.

You may have 4 books or magazines in addition to a religious book in your room.

You are allowed to receive material rewards from the store without having to use a point sheet. You get a Positive Behavior Buck each day you are in the Honors

On Stage F you will get meals in your room.

You will also get educational and recreational programs.

If you are placed on Stage F, the youth you will not participate in the behavior incentive system.

Unit Restriction/Stage D.

If your behavior stays out of control, you can be restricted to your unit and placed on Stage D. If your treatment team places you on Stage D, you may be moved to either the Assessment Management Unit (AMU) or the Behavior Management Unit (BMU).

The length of time you spend on the unit depends on your behavior.

Stage D students:

Attend school on the unit;

Eat their meals on the unit;

Have recreation on the unit, and fresh air for only one hour per day; and

Do not participate in the Behavior Incentive System.

The youth will remain restricted to the housing unit. Students who are referred to special management units, Assessment Management Unit (see Policy XIII.16) or Behavior Modification Unit (Policy XIII.7), will have one hour of fresh air recreation per day unless weather conditions require indoor recreation.

Placement on Stage D will be a short term measure and is not a Stage to which a treatment team or hearing officer shall assign a youth for an extended period of time (beyond 72 hours). Youths admitted to the Assessment Management Unit (AMU) may remain on Stage D beyond 72 hours depending upon their mental status, need for structure, and treatment team recommendation. However, Treatment Team Meeting Forms and additional documentation as needed will be processed every 72 hours if ongoing placement is indicated. Youths residing in the Behavior Modification Unit (BMU) may continue their specialized program for as long as three weeks.

Program. You may earn more bucks by participating in special details and service projects.

You may have 4 family pictures in your room, with some posted in an approved location on the wall, as well as unlimited personal letters. You may decorate your room by attaching photos or artwork to the walls or with blankets, stuffed animals, or other safe objects.

You may participate in unit-based movie nights and social activities planned by the students and approved by the unit coordinator. You may have special entertainment such as parties and special meals.

You may participate in off-campus recreational, educational, cultural, and community-service activities.

You may have access to electronic games (e.g., X-Box) and computers not provided to other students and in addition to what you can use in school.

You may wear shoes or other street clothes, as approved by the facility administrator

On a case-by-case basis, the treatment team may recommend a length of stay review that may shorten the time you must spend at Oakley

You may be discharged on Stage H.

Exclusion from the Campus-Wide Behavior Incentive System

Privileges may be lost if you fight, assault staff members, destroy state property, attempt to escape, or engage in minor disciplinary incidents. Changes in stage of privilege will be determined by the youth's treatment team during regularly scheduled meetings. There are two stages associated with Room Confinement (Stage F) and Unit Restriction (Stage D) where you do not participate in the campus-wide behavior incentive system.

Room Confinement/Stage F.

Stage F is used if you are seriously out-of-control. If you are out of control, you can be placed on Behavior Management Isolation (BMI) for up to 24 hours. Staff will check on you to make sure you are okay and will work with you to get your behavior back on track. You may be placed in your room for up to 72 hours if you get Due Process Isolation (DPI) following a hearing. Once you are back in control or your DPI ends, you may be placed back on your original stage, if your treatment team approves.

Stage F is a short term status and will not last more than 72 hours.

Application for Stage Change (XIII.10.D)

Your Name _____

Your Counselor's Name _____

Your QMHP's Name (if you have one) _____

Your Doctor's Name (if you have one) _____

What is your current stage? _____

Stage changes are based on your ability to identify and maintain your personal values and goals, identify and handle your emotions, and work on obtaining educational and vocational skills.

When your stage changes, you can make some decisions, have greater freedom, and earn opportunities to participate in activities scheduled on the unit, in the institution, or off campus in the community.

If you do not continue to participate in your treatment and educational program and to make progress in reaching your goals, you will not be considered for a stage change. Your treatment team will tell you what you must do in order to apply for a stage change.

Please answer the following questions before you request a stage change from your treatment team.

How many Positive Behavior Bucks have you earned in the last 14 days? _____ ...in the last 21 days? _____

How many times have you had a Due Process Hearing in the last 14 days? _____ ...in the last 21 days? _____

How many minor incidents were on your point sheets in the last 14 days? _____ ...in the last 21 days? _____

What are some goals from your Service Plan and Daily Point Sheets?
Did you achieve them? If not, why not?

Have you participated in counseling and therapy groups to which you
have been assigned? What worksheets have you completed?

Have you been making progress in your rehabilitation and education?
How do people know that you are changing your behavior?

Student Signature

Approved/Disapproved (circle one):

Counselor Signature

If your request for stage change is not approved, we want you to do
these things before you re-apply for the change.

Health Services

What happens if I get sick?



When you first get to campus, you will see a nurse. During your first week, you will see a health care provider for a physical. The doctor is on campus at least once a week to see sick students. If you are sick, or if you do not feel good, fill out a Health Call Form. You can find Health Call Forms and envelopes in your pod. Ask the staff to show you where they are located. Also, you can find Health Call Forms in areas of the campus that you and other students visit often, such as the school or gym. If you do not have a Health Call Form, you can use any piece of paper. Put your form or paper in an envelope that says "MEDICAL". Then, put the envelope or your piece of paper in the box. If you need help filling out the form, ask any staff person.

You do not have to tell anyone why you are sick or not feeling well. You have a right to privacy. That means you do not have to tell personal things about your health. Just ask to see the nurse.

There are nurses on campus every day. If you are sick, you do not have to wait until the doctor comes to campus. When it's an emergency, the staff will call the nurse and you will be taken to the clinic. When it is an emergency you need to tell staff that you cannot wait. If you have a problem that is not an emergency, but happens after Health Call is finished for the day, you will be seen during Health Call the next day.

The dentist is on campus at least once a week. While you are on campus, you will see the dentist for an exam. If your tooth or mouth hurts, tell any staff person and fill out a Health Call form. Remember, Health Call Forms are by the box in your pod, in the school and the gym. After you fill out the Health Call Form, put it in an envelope that says "MEDICAL" OR "HEALTH CALL". Then, put the envelope in the drop box.

Someone will come to the drop box everyday to pick up the forms.

8/17/2011

Welcome From Medical Staff



Welcome to Oakley Youth Development Center. The Health Services staff wants to make sure that you understand how to let us know when you are sick and want to see a health care provider. Health Call Forms are available in each pod, and all areas visited often by students.

This is what you need to do. Write your name and how you are feeling or what is wrong with you on one of the Health Call Forms put it in an envelope that has HEALTH CALL or MEDICAL on the front and drop into one of the secure drop boxes.

The Health Call time is from 11:00 a.m. until 12:30 p.m.

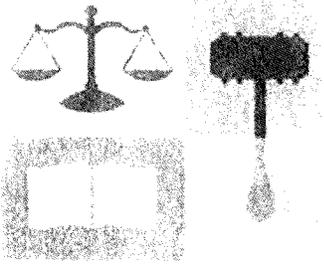
It is very important that unless it is a true emergency you stay in school and visit the clinic before or after school.

If it is an emergency then tell the staff person you are with at the time and they will call the clinic for you.

Here at Oakley, we have medical doctor, dentist, psychiatrist, psychologist and nurses to take care of all of your health and mental health needs.

Please sign this form so that the staff knows that you understand how to get your health and mental health care needs taken care of.

Signed: _____ Date: _____



What are my rights?

While you are on Oakley campus, you have rights. A "right" is something you are given because it is just and fair. Your rights are listed below.

You have the right to

- Be treated fairly. No one can mistreat you because you are
 - Black, White, Hispanic, Asian, Native American (Race);
 - Christian, Muslim, Jewish, Buddhist, Atheist (Religion);
 - Male or Female (Gender);
 - Young or Old (Age);
 - Gay, Lesbian, Bi-Sexual, or Straight (Special Lifestyle); or
 - Because you have a handicap or disability.
- Be treated with respect and called by your name.
- Practice your faith and go to religious services. You also have the right to religious counseling.
- Ask to talk to an attorney. You can talk to an attorney on the phone, in writing, or in person. When you talk to an attorney, it is confidential. That means that no one else can listen or know what you say. Tell your counselor if you want to talk to an attorney.
- Know the rules and schedules on campus. You will be told about the rules and schedules on your first day.
- Due process in disciplinary hearings, which means that you can have your side of the story heard.
- Equal access to programs and services. That means you have the right to go to school, see a doctor, see a counselor, and attend recreational activities.
- Exercise every day, for at least one hour.
- Be free from harm. You have the right to be free of
 - Physical punishment (corporal punishment),
 - Constant threats, demands, teasing, bullying, intimidation (harassment), and
 - Hurtful treatment (mental, verbal, physical abuse).

If someone is mistreating you or you feel that you are not being allowed the rights listed, tell your counselor or an adult you trust.

Reporting Abuse

Everyone has the right to be safe. You have the right to be free from harm. You have the right to be free of

- Physical punishment,
- Threats, demands, teasing, bullying, intimidation, and
- Hurtful treatment.



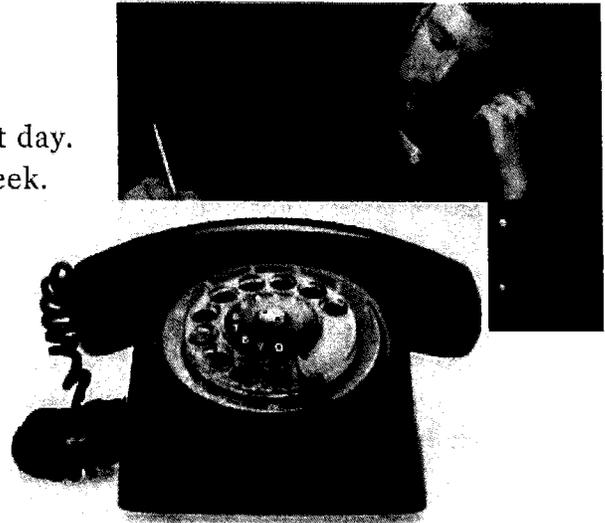
If you are being mistreated, you should tell someone. If you think someone else is being mistreated, you should tell someone.

You can tell someone by writing a grievance. When you write a grievance, someone will come and talk with you. You can talk to them in private. Or, you can talk to your counselor about it. You can talk to any adult you feel comfortable with. Also, you may report abuse to the nurse or call the abuse hotline @ 1-800-222-8000.

Do not worry about telling on someone who is mistreating you. You can tell without being afraid. Nothing bad will happen to you if you tell. Reporting abuse is your right. Being safe is your right.

Phone Calls

- You may call your family on the first day.
- You may make 1 phone call every week.
- You may earn additional phone calls with good behavior.
- Your counselor will tell you who you are allowed to call.
- You may call your family or guardian and your Attorney.



Visitation

- You may see your family at least twice a week. (Family Night & Weekend Visitation)
- Your counselor will give you the visitation schedule.
- 4 people may visit you at a time.
- You may visit with your family for 2 hours at a time.
- Your visitors must be approved by the youth court, including your child(ren).
- You may see your mother, father, grandparent, brother, sister, guardian, spouse, child, or attorney. They must show an I.D.
- If your family can not make any of the regular times to visit you, they may call your counselor for a special time, with approval from the Facility Administrator.



Mail

While you are staying with us, you may get and send mail. When you get or send mail, staff will open your mail and check it. They check your mail to make sure everyone follows the rules.

Some rules to remember when you write a letter:

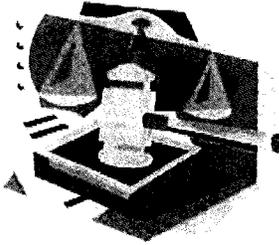
- Your name and address goes in the upper left hand corner of the envelope.
- The name and address of the person you are sending the letter to goes on the lower right side of the envelope.
- Make sure you use your real name and the real name of the person you are sending the letter to. Don't use nicknames.
- Only names and addresses go on the envelope. No pictures, drawings, or gang signs go on the envelope.
- You may only send letters to those persons on your approved contact list. If you want to send a letter to someone else, talk to your Counselor.
- Respect the privacy of your fellow students. Do not use their names in any letters you send.
- Use appropriate language. Do not use sexual or vulgar language.

Your name 2375 Oakley Rd Raymond, MS 39154	Recipient Their Address Anywhere, USA 99999
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Your counselor will mail your letters for you.

Attorney Access



You have the right to ask for help from a lawyer and to speak in private with a lawyer.

You may ask to see your lawyer by filling out a *Request for Legal Assistance Form* that you can get from your counselor. If you do not understand the form or feel that you need help, your Counselor can help you with it. At the end of this handbook, there is a sample copy of the form.

Your form will be mailed to the lawyer you were given within 24 hours.

You may visit with your lawyer Monday through Friday, but not on holidays, from 5:00 p.m. to 8:00 p.m., and Saturday and Sunday from 9:00 a.m. to 3:00 p.m.

If there is an emergency and you need to see your lawyer, the Facility Administrator may approve a special visit.

You may collect call your lawyer in private from a safe location on the campus, at **1(800) 597-9583**.



Also, you may write a private message to your lawyer, and you may receive a private message from your lawyer. You may address any letter or note to your attorney with the following address:

Mississippi Youth Justice Project
Post Office Box 9283
Jackson, Mississippi 39286

Youth Grievance Procedures

If, at anytime you feel that you have been treated unfairly, have had your rights violated, or have a complaint that can not be resolved otherwise, you may file a grievance.

Step 1

You should fill out a grievance form explaining your complaint. Then, put the form in an envelope that says "Grievance" and place the envelope in a drop box. Everyday, a Grievance Officer will pick up all grievances placed in all of the Drop Boxes on Campus.

Step 2

A Grievance Officer will come and talk with you within 48 hours (2 days) of getting the grievance and attempt to resolve it. If you accept the resolution, you will sign the grievance. If you do not accept the resolution, you may file an appeal to the Facility Administrator for a resolution. You have 2 days to file your appeal.

Step 3

You have 2 days to appeal. Appeal forms can be found next to any secure drop box. After the Facility Administrator has made his decision, the findings and response/resolution shall be given in writing to the youth.

The decision of the Facility Administrator is Final.

Remember that it is your right to file a grievance, you should not be afraid to file a grievance.

Due Process/Youth Discipline

Physical violence will never be used to discipline you while at a DYS Facility.



- ✦ You are expected at all times to be respectful to others and to follow the rules of the Oakley Youth Development Center.
- ✦ If you get into trouble or disobey the rules, you will be seen by the Due Process Hearing Officer.
- ✦ The Due Process Hearing Officer will go over any Incident Report. Also, he/she will explain to you why you are being seen and what privileges or points you may lose if it is found that you have disobeyed the rules.
- ✦ You may ask for a staff person that you trust to sit with you in the Hearing to help you understand the process. The violation you are being charged with and your due process rights will be explained to you.
- ✦ You may ask that another student or staff person that saw what happened to be a witness. You may tell your side of the story to the Due Process Hearing Officer.



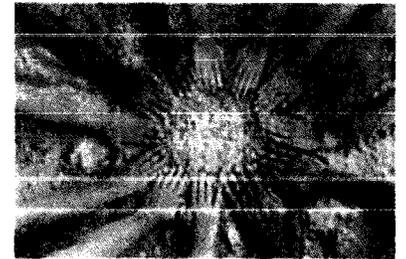
- ✦ Someone will do an investigation, which means that he/she will get information from others and look at evidence.
- ✦ You may be placed in Due Process Isolation (disciplinary segregation) or on a special behavior management program if you show very poor behavior, choose not to follow the rules, and hurt or mistreat someone else.
- ✦ So when you're having a bad day and want to take it out on someone else, think about how **your actions will affect you.**

Oakley Rules and Expectations

While you are here on campus you are considered to be a member of the Oakley community. We expect all members (adults and youth) to be responsible and considerate; therefore, all members are expected to follow all the rules and meet the behavioral expectations.

Oakley Community Rules:

1. Stay in your assigned area.
2. Respect the safety of everyone -
Keep your hands and feet to yourself.
3. Follow adult instructions.
4. Act respectfully toward everyone.
5. Respect and use state and personal property only for its designed purpose.
6. Use appropriate, respectful language at all times – no profanity, obscene gestures or gang signs.
7. Be on time and participate in the program activities.
8. Follow the dress code.
9. Do not gamble; make deals, trade food or property, sell items, etc.
10. Keep all windows free of obstruction.



Oakley Community Expectations:

1. We are all leaders in our community.
Set a positive example.
2. We treat each other respectfully.
Use Mr. or Ms. with adults.
3. We maintain good hygiene.
4. We keep personal and common areas clean.
5. We do the right thing, at the right time, and with the right intentions.

Violations and Sanctions

As mentioned before, you may be seen by the Due Process Hearing Officer if you refuse to follow the rules and expectations. Once the Due Process Hearing Officer reviews all information and evidence related to an incident that you've been involved in and s/he found that you were in the wrong, you will be told of the consequence of your behavior. The consequence (sanction) given to you will be based on the type of violation (major or minor). More than one sanction can be assigned to you, depending on how often you have violated that rule or expectation in the past or the intent/seriousness of your behavior (were you trying to hurt others or just made a bad decision). Additionally, your time at Oakley Youth Development Center can be extended as a result of poor behavior. Below is a breakdown of the range of possible sanctions that you may be assigned based on your behavior.

Remember: Just because a specific act isn't listed, doesn't mean that you cannot be assigned a sanction for it. There are consequences for all behavior (good and bad); if you violate the rules and expectations you will be assigned a sanction.

The following infractions are all classified as **Major Violations**, which may result in one or more sanctions ranging from counseling intervention, up to 3 days Due Process Isolation and 3 days loss of privileges.

Escape, Escape Plan, Escape Attempts,
 Assault with a weapon or possession of a weapon
 Fighting with injury
 Assaulting or threatening staff and/or other youth
 Possession of dangerous contraband
 Use/possession/under the influence of alcohol, drugs, and/or tobacco
 Causing or setting a fire
 Theft or tampering with any facility security device, Possession of facility keys
 Serious Destruction of Facility property
 Any racial or ethnic intimidation/violence
 Sexual Abuse or Misconduct
 Any criminal act or gang violence

Below is the list of infractions that are classified as Minor Violations . The Range of Specific Sanctions is noted next to the category of violations.		
Throwing bodily fluids and/or by-products at others		Counseling intervention, up to 2 days loss of privileges and/or 2 days Due Process Isolation:
Inappropriate sexual conduct (i.e. touching, positioning, exhibition)		
Tattooing and/or ear piercing		Counseling intervention, up to 1 day loss of privileges and/or 2 days Due Process Isolation:
Fighting without injury		
Minor damage of Facility property		
Creating serious disturbances		
Disorderly conduct or creating a security risk to the Facility		
Refusing to follow adult instruction		Counseling intervention, up to 1 day loss of privileges and/or 1 day Due Process Isolation:
Leaving assigned area		
Communication with unauthorized outside individuals		
Refusal to maintain clean and orderly personal and common space		
Throwing liquids and/or any food product at others		
Use of obscenity, profanity, vulgar language or verbal abuse of others		
Rude or abusive behavior		
Entering another's room without permission		
Soliciting staff to violate Facility rules		Counseling intervention, up to 1 day loss of privileges:
Aiding others to violate rules		
Possession of non-security related contraband		
Lying		
Interfering with Facility count		
Trafficking or trading contraband		
Trading Food		
Gambling		
Violation of school or activity rules		

EDUCATION

You will go to school while you are living with us. Teachers will look at your test scores and school records. Then, a guidance counselor will put you in the right classes, based on your records and the interests and goals that you discuss with the counselor. You will have an Individualized Instruction Plan or an Individualized Education Plan. The plan helps you and your teacher work on the things you need to learn.



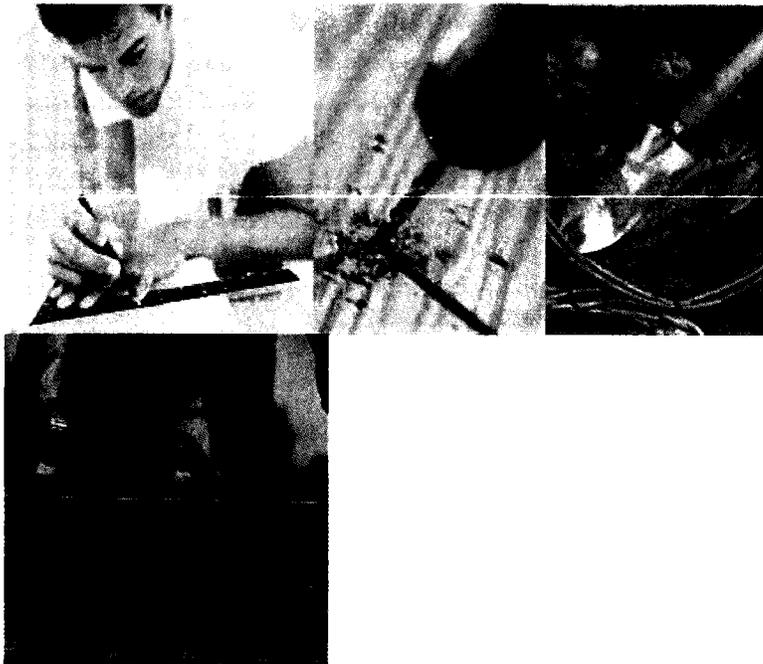
We offer the core subjects. You will be able to attend Language Arts, Social Studies, Math, and Science classes.

GED stands for General Educational Development. The GED program is for students 16 and older. These students learn Language Arts, Math, Science, and Social Studies. When you pass the GED test, you show that you have high school level skills. You need permission from your parent or guardian to be in GED training.

VOCATIONAL AND JOB TRAINING



You may also be a part of vocational or job training. There are many choices. Staff will make sure you are in the program that is best for you, by talking with you about courses that you want to know more about.





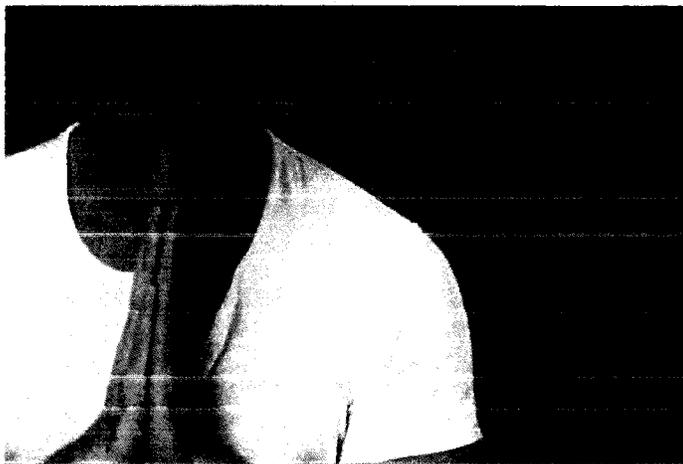
Recreation

You will be able to take part in recreation activities while you are here. You will have time to exercise every day. You will enjoy many different events. We have Coaches that plan activities for you. Events include:

- Billiards
- Table tennis
- Foosball
- Music
- Shuffle board
- Softball
- Flag football
- Floor hockey
- Soccer
- Table games (cards, chess, checkers, monopoly)
- Badminton
- Volleyball
- Horseshoes
- Dodge ball
- Track and field
- Swimming
- Bowling
- Physical conditioning drills



Religious Services



There is a Chaplain who works on campus. A Chaplain is someone who helps us with our religious needs.

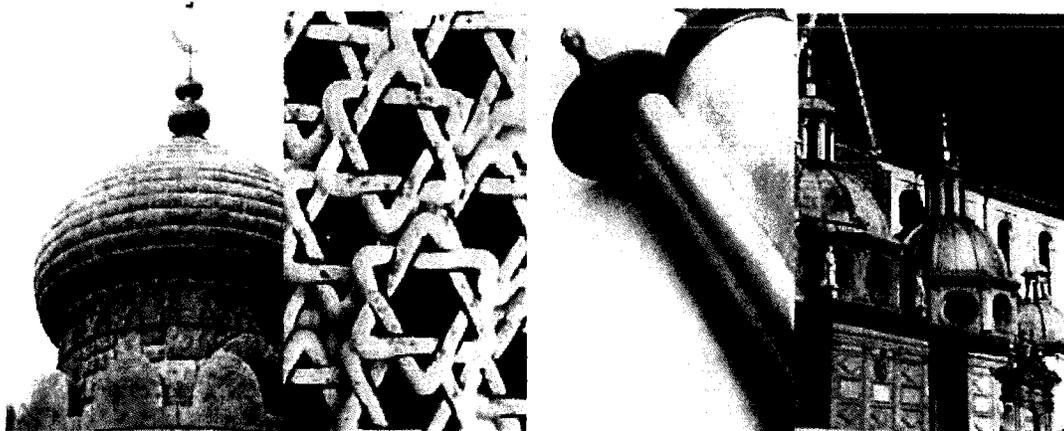
You will be able to talk to the Chaplain during your first few days on campus. Also, you may talk with the Chaplain whenever you have questions about

religion, spirituality, or living.

The religious activities on campus are Christian based. You can go to religious activities if you choose to; but, you will not be forced to go. It is your choice.

If you follow another religion, tell the Chaplain or any other staff member, and they will make sure that your spiritual needs are addressed.

If your religious faith requires special dietary restrictions please tell the Chaplain and he or she will help you address the problem.





Student Council

Student council is a group of student leaders.

These students are leaders in their housing unit.

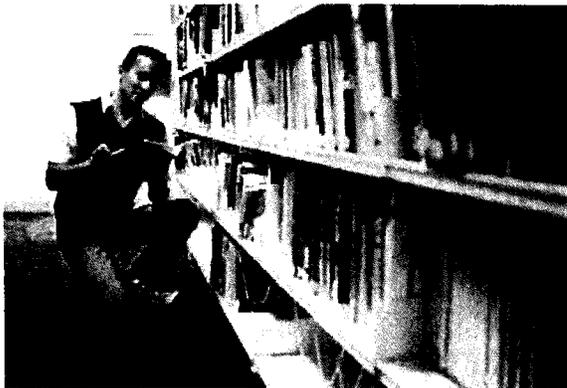
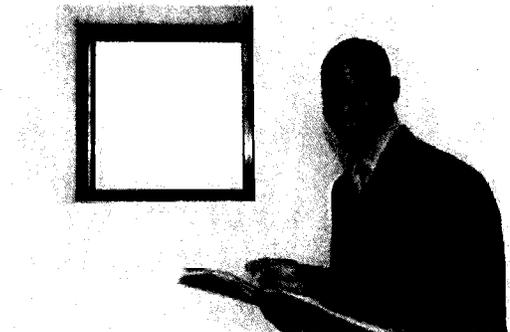
They are respectful of staff. They follow the rules.

They set a good example for other students.

They represent the student body.

They work with Staff to make a difference.

Counselors will choose a student from their housing unit to serve as a member.

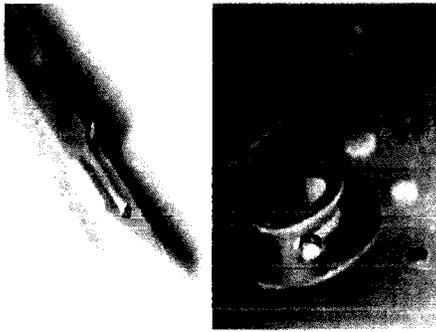


The council works on community projects.

They help other students during orientation.

They host special events. They work with staff and go to staff meetings.

Student council meets once a week. If you are interested in joining tell your counselor.



Contraband and Searches

There are some things you cannot have on campus. To keep everyone safe, we make sure there is nothing dangerous in your room or living area. You should only have the things that were given to you during Orientation. You are not allowed to have

- Cigarettes,
- Lighters or matches,
- Sharp objects,
- A weapon of any kind,
- Money, or
- Alcohol, drugs or medication that is not prescribed to you.

If a staff person thinks you have something you are not supposed to have, you may be searched. Staff can search you, your room, and your things. You will be searched when you leave and come back to each area. You will be searched after visitation. You will be searched before you go to a Behavior Management Program and before being placed in isolation.

Drug Testing

Alcohol or illegal drugs are not allowed on campus - for anyone. Students may be tested for alcohol or drug use during their stay. If you have a positive test, you may be charged and the youth court will be told.



Personal Appearance and Hygiene

Respect and care for yourself and others.

- * Your hair should be groomed neatly
- * Your pants should be worn at the waist
- * Your tennis shoes should be fastened on your feet & worn outside of your housing unit
- * Your shower shoes should be worn while taking a shower
- * Your shirts should be tucked-in your pants
- * Do not draw on your clothes, hats or shoes
- * For good health, do not share food, eating utensils, toothbrushes, razors, or other personal care items.
- * Shower at scheduled times
- * Brush your teeth at least twice a day
- * Take pride in your appearance

Work Detail

As part of good citizenship and community living you will be assigned various chores or given a detail assignment in your living unit. These assignments may change on a weekly or monthly basis. Just like at home everyone contributes to their living environment by keeping it clean and helping maintain cleanliness. Staff and peers will help you learn how to do your assigned detail and where to find the necessary cleaning materials.

You will also have chances to serve on extra work details if you want to. Extra work details are voluntary. It is your choice. Work detail might be extra housekeeping, cleaning the school or working outside.



Students may be placed on work detail for discipline or as part of a restorative process.



Meals

Breakfast, lunch, and dinner will be offered everyday. You will get a snack every night. Trading or stealing food is not allowed. Meals and evening snacks are never to be taken away from you as a punishment.



REQUEST FOR LEGAL ASSISTANCE

I, _____, would like to talk to a lawyer. I would like to talk to (please select one):

Mississippi Center for
Justice Southern Poverty
Law Center 921 North
President Street
Jackson, Mississippi 39202

(Other attorney and contact Information)

Please give us the name and address of your legal guardian(s) so that the attorney can arrange to visit you:

Name: _____

Relation: _____
(Parent/Grandparent/Other)

Address: _____

Telephone: _____

The State will add names of other applicable legal service entities.

Fire Drills and Safety

During your stay here at Oakley Youth Development Center you will be expected to participate in monthly fire drills, for your own safety.

When it is time for fire drills the alarm will sound.

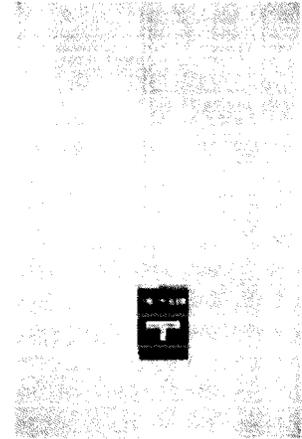
The staff person working with your housing unit or in the area of the facility where you are will ask you to get in line and show you which way to go, so that you and other youth can safely exit the building.

When you get outside, you and the other youth will be asked to sit down so that a count can be done.

We want to make sure that everyone is able to exit the building safely and that all youth are present.

When the "all clear" is given, everyone will be allowed back in the building.

If at any time you are unsure of what to do during a fire drill, you may ask a staff person to explain what you and the other youth will need to do.



In case there is a real fire you should do the same things that you did during the fire drills.

If a room is filled with smoke - stay low, crawl to the closest door.

Then, touch the door with the back of your hand, if it is hot, DO NOT open it, go to another door.

If your clothes catch fire remember to:

Stop, Drop and Roll!!!

Oakley Staff:

Facility Administrator: _____

My Counselor: _____

Grievance Officer: _____

Chaplin: _____

1st Shift Supervisor: _____

2nd Shift Supervisor: _____

3rd Shift Supervisor: _____

Nurse: _____

Doctor: _____

Dentist: _____

Psychiatrist: _____

QMHP: _____

Direct Care Staff: _____

Other staff: _____

Principal: _____

Teachers: _____

Recreation Staff: _____

Other staff: _____

My Notes:

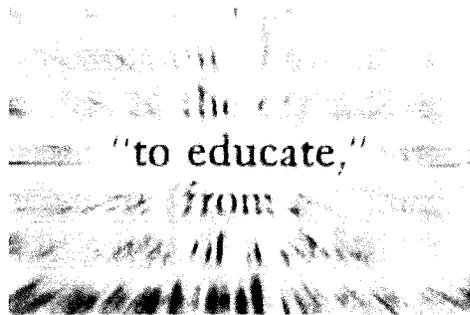
What happens first? Orientation

When you first get to the Oakley campus, you will begin the Admission, Intake and Orientation processes. During these 72 hours you will:

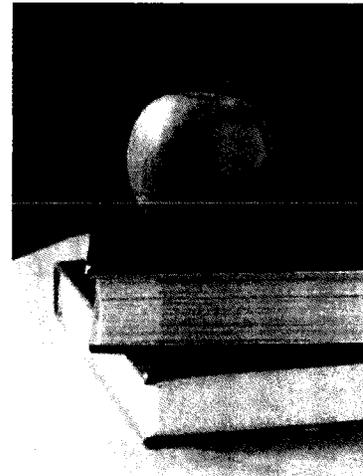
- ✓ Go over your paperwork with an intake counselor;
- ✓ Have your picture taken;
- ✓ Store the things you brought with you in a safe place (your things will be given back to you when you leave);
- ✓ Take a shower;
- ✓ Get your hygiene items such as soap and toothbrush;
- ✓ Get your Oakley clothes which includes: new underwear, shoes, socks, pants, shirt, jacket, and sleepwear;
- ✓ Talk with a nurse. The nurse will weigh you, check your vision and hearing, draw blood, and take a urine sample. The nurse does this to make sure you and other students stay healthy and safe;
- ✓ Talk to the doctor about any health problems;
- ✓ Talk with a qualified mental health professional (QMHP). The QMHP is there to help you with your feelings; especially with negative feelings, like hurting yourself or others;
- ✓ Talk with a counselor;
- ✓ Find out about campus life and your rights;
- ✓ Learn about the campus rules and program expectations;
- ✓ Find out about the programs including treatment, education, and vocation and activities including religious activities, and recreation;
- ✓ Go over the student handbook;
- ✓ Ask questions if you have any;
- ✓ Meet the staff and other residents in the housing unit; and
- ✓ Call your family.

Mission Statement

Oakley - Williams School –



The mission of Williams School is to provide our “Great Youth” individualized educational programming that develops, accommodates, and enriches each learner’s individual abilities. Williams School is committed to maintaining a positive, appropriate, and safe educational environment. Our mission is to challenge our student population to be “Great Youth” by instilling a sense of citizenship and personal responsibility, fostering positive learning experiences, and providing transition supports that yield future success. It is our desire to give each student the tools necessary to experience success here and in their communities. It is the mission of Williams School to produce students that are “Great Youth”.



Source: MS Code Ann 25-43-2.101 (Rev. 2006)